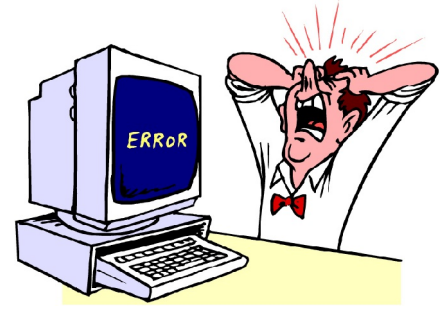


TOP **TEN** LIST OF COMMON ERRORS MADE BY E-FILERS



#1 - Please use the proper signature format when signing your pleadings. Make sure to include the s/ with the attorney's name and the e-mail address!!

s/Judith Attorney

Judith Attorney Bar Number: 12345

Attorney for (Plaintiff/Defendant)

ABC Law Firm

123 South Street

Charlotte, NC 28202

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#2 - Make sure to pick all parties when filing a document on behalf of more than one party.

Hold the "Ctrl" key down on your keyboard and click on each of the parties filing the document. Each party should be highlighted in blue.

#3 - A Certificate of Service IS STILL required when a document is e-filed.

The Certificate of service is still required, but now each certificate should state how each party was served – traditionally or electronically, via the system. Your certificate of service should be the last page of the documents or included on the last page of the document you are filing. It does not need to be a separate electronic filing.

#4 - Make sure you choose the correct event to name your filing.

On the Civil and Criminal Events Menus, there is a link under the category ***Reports*** titled "Available Events." This link takes you to a list and will show you under which category the document you want to file is located. If you are still unsure about how to file your document, call the help desk at **1-866-851-1605**.

#5 - You need to find out who is receiving electronic notices so you can prepare your Certificate of Service accordingly & don't know how.

To see if an attorney is registered for ECF, login to ECF & go to Utilities; then select Miscellaneous - Mailings, then Mailing Info for a Case, Enter Case Number, Submit

#6 - DO NOT attempt to re-file your document if you make a mistake e-filing.

Contact the Help Desk at **1-866-851-1605** and a deputy clerk will walk you through how to fix the mistake.

#7 - How do I select more than one person from a list of parties? The pleading you are filing is on behalf of several parties, and they aren't all together in the list.

Hold down the CONTROL (Ctrl) key as you click on each of the parties you wish to select from the list. That will let you pick as many individual items from a list as you need to.

#8 - Make sure to associate the attorney with the party.

When entering an appearance on behalf of a party, a screen will appear that allows an attorney to associate with the particular party or parties. The attorney entering an appearance should select all parties being represented. Towards the right of this screen, the box for "Lead" will appear unchecked and the box for "Notice" will appear checked. If the attorney will be the lead attorney, then he/she should check the "Lead" box. In order to receive electronic notices, the "Notice" box should remain checked. While other attorneys in the law firm may appear for purposes of a "Notice," only one attorney should be designated as "Lead".

#9 - Make sure to name any attachments to documents.

Descriptions of attachments should be specific, accurate and simply stated. For example, "Exhibit 1, Affidavit of Jane Smith."

#10 - You are listed as an attorney of record but are not getting e-mail notifications for any of your cases. Why?

A reason for this issue relates to "spam filtering." Check to see if "spam" filtering is turned on in the e-mail program. When e-mail notifications are sent out, the attorney's e-mail address is in the bcc field and is therefore mistaken for "spam" by some junk-mail filters. If the user has a Hotmail account, Hotmail will *automatically delete suspected spam unless a setting is changed*. You will need to add "ncwd.uscourts.gov" as an accepted domain in your "spam" filtering software. Also, the sending address for our Notices of Electronic Filing is ecfhelp@ncwd.uscourts.gov.